Slides: TSS - Intro to Emails 2013.ppt

Resources

* TSS Student Gmail account names and logon.doc (Have cut up into strips)
* HO-Typical Gmail Screen (New Layout V2) with Exercises.doc
* HO-GMAIL instruction to accompany BFS lessons.doc
* HO-How to attach a file(s) in Gmail.doc ????

Show Slide Set

* Comparison of Email to postal system
* Comparison of webmail to client email
* Structure of an email address
* TO, CC and BCC fields

Handout strips

* Get people to log onto Gmail with student accounts
* Explain screen layout
* Demo: Create an email and send it
* Get them to send me an email
* Demo: sending an email to several people, with a copy
* Then get them to send an email to several students, with a copy to me
* Demo: sending using BCC field
* Demo: Sending an attachment
* Then get them to send an attachment in an email
* Demo deleting an email
* Demo labels

Chat system

* Demo: Send someone a chat message
* Get them to send me a reply
* Let others try the chat system